

MINUTES OF THE NAAC ADVISORY COMMITTEE MEETING HELD ON 17TH FEBRUARY 2022 IN THE E.C. HALL PHYSICALLY WITH THE INTERNAL MEMBERS AND VIRTUALLY WITH THE EXTERNAL MEMBERS

Members Present

1. Prof. K. Seetharama Rao, Vice-Chancellor	Chairperson
2. Dr. G. Laxma Reddy, Registrar	Member
3. Prof. E. Sudha Rani, Director, Academic	Member
4. Prof. G. Chakrapani, Director, CSTD	Member
5. Prof. Shakeela Khannam, Director, UGC-DEB	Member
6. Prof. G. Pushpa Chakrapani, Dean, Sciences	Member
7. Prof. I. Anand Pawar, Dean, Commerce	Member
8. Dr. B. Lal, Director, Learners Support Services	Member
9. Dr. Gunti Ravinder I/c, Director, EMRC	Member
10. Dr. Vaddanam Srinivas, I/c Director, MP	Member
11. Dr. AVN Reddy, I/c COE	Member
12. Dr. Saroja, I/c Library	Member
13. Mr. B. Lakshmi Prasad, University Engineer	Member
14. Dr. K. Prameela, Liaison Officer, SC&ST Cell	Member
15. Dr. N. Rajini. WDEC Incharge	Member
16. Dr. P. Venkat Ramana, Coordinator BC Cell	Member
17. Dr. D. Rabindranath Solomon, Officer Incharge, CSD&CP	Member
18. Dr. G. Lakshmi, Dept. of Political Science	Member
19. Dr. Pallavi Kabde, I/c Alumni Affaires	Member
20. Dr. P. Srinivas, Dept. of Zoology	Member
21. Dr. D. Udayani, EMRC	Member
22. Dr. Venugopala Reddy, PRO	Member
23. Sri. Vasanth Rao, Computer Centre I/c	Member
24. Prof. C. Pushpa Ramakrishna, Adjunct Professor of English	Member Subject Expert
25. Prof. P. Madhusudhana Reddy, Director, GRADE-CIQA	Convener

External Subject Experts:

1. Prof. Manjulika Srivastava Director, CIQA, IGNOU, New Delhi	:	External Subject Expert
2. Prof. V. Venkaiah, Senior Consultant, CEMCA Former Vice-Chancellor, Krishna University Former Rector, Dr. BRAOU	:	External Subject Expert
3. Prof. Anirbhan Ghosh Director, CIQA, NSOU, Kolkatta	:	External Subject Expert
4. Prof. B. Raja Shekhar Pro Vice-Chancellor, University of Hyderabad	:	External Subject Expert
5. Professor (Dr.) Nilesh K Modi, Director & Coordinator, CIQA Babasaheb Ambedkar Open University Ahmedabad, Gujarat	:	External Subject Expert
6. Dr. Jeetendra Pande Uttarakhand Open University Uttarakhand	:	External Subject Expert

PROCEEDINGS OF NAAC ADVISORY COMMITTEE MEETING

The NAAC Advisory Committee meeting was held to discuss the progress of SSR preparation for NAAC Assessment was convened by the Director, GRADE-CIQA, Dr. BRAOU, on 17 February 2022. It held in the EC Hall, Administrative Building, in a blended mode. While members of the Advisory committee, Working Team and Technical team attended the meeting physically, the rest of faculty and external members of Advisory committee attended via zoom. The Vice-Chancellor of Dr. BRAOU, Prof. K. Seetharama Rao chaired the meeting.

The Advisory committee, along with existing members was expanded by including a few external members, namely, Prof. B. Raja Shekhar, Pro Vice-Chancellor, University of Hyderabad; Professor (Dr.) Nilesh K Modi, Director & Coordinator, CIQA, Babasaheb Ambedkar Open University, Ahmedabad, and Dr. Jeetendra Pandey of Uttarakhand Open University, Uttarakhand

The meeting began at 11.30 am with a welcome address by the Director, GRADE-CIQA, Prof. P. Madhusudhana Reddy. He briefed the status of the NAAC-related work made thus far.

In his Presidential remarks, the Vice-Chancellor, Prof. K. Seetharama Rao detailed all the series of workshops conducted thus far and stated that the purpose of the meeting was to seek experts' opinion on various doubts and procedural issues relating to SSR preparation.

This was followed by a speech by Prof. Sudha Rani, Director (Academic), wherein she sought clarifications with regard to Key Indicators [KI] 1.4.2 and 1.4.3 under Criterion-I and KI 2.7 on Learners' Satisfaction Survey under Criterion-II. Responding to her query, Prof. Manjulika clarified that the following supporting documents need to be uploaded -- Sample of 2 or 3 learners' Feedback survey reports; tools that are developed for survey; action taken reports; analysis of the learners' feedback and all the said documents must be approved by a statutory body such as the Executive Council of the university. Prof. Nilesh stated that all the said documents must also be uploaded in the CIQA portal so that all data can be fetched without any technical hassles.

In response to Prof. Sudha's query regarding Students' Feedback Survey the following suggestions were made:

Prof. Nilesh stated that all the learners must be oriented to reply emails sent by NAAC. All data should be exclusively in CIQA portal and not on any third party website.

Prof. Anirbhan stated that the structured feedback questionnaire must be sent directly to the students and they need to be contacted, informed and motivated to submit the filled-in forms. He said the Feedback Survey questionnaire has to be collected, analyzed and reports submitted. However, utmost care must be taken to upload only authentic reports.

Prof. Venkaiah suggested students from various programmes who are active on rolls must be identified and they must be mentored to fill the survey form in a positive manner. The number of students must either be 10% or 5000 whichever is less must be taken.

Prof. Manjulika suggested that the Feedback survey must be widely publicized by putting posters across all RCCs and Study Centres and the students must be motivated to give a good rating to all questions in the survey form.

Prof. Raja Shekhar stated the emails and mobile numbers of students must be validated repeatedly and extra cloud space must be taken.

This discussion was followed by Prof. G. Pushpa Chakrapani, chairperson of Criterion -III who presented her work done and stated that she had no doubts as such. Prof. Raja Shekhar suggested developing of a policy by providing incentives which would lead to improve research activities by faculty members. Prof Manjulika suggested obtaining of ISBN for university SLMs by applying to the central MHRD.

Next, Prof. Shakeela Khanam, chairperson of Criterion –IV briefed the status of her work and said she has no specific issue relating to her criterion. Related to this criterion, Prof Manjulika suggested creation of a geo-tagged photo gallery and a virtual tour of the university that has be uploaded in the website. Prof. Nilesh suggested compilation and keep ready all bills/vouchers of purchases for IT infrastructure, both at headquarters, RCCs and study centres. Prof. Raja Shekhar suggested redesigning university website, with 5 to 10 videos on university and make it more user-friendly. Prof. Venkaiah suggested upload of 5-10 minute videos highlighting infrastructure, distinctiveness or achievements of university to which Prof. K. Seetharama Rao replied that a promo video is in place.

Dr. Banoth Lal, chairperson of Criterion –V detailed the status of his work and stated there are no queries. Prof. Manjulika suggested all the data relating to learners support must be listed and organized systematically and it must be stated that “our data is dynamic”.

Dr. G. Laxma Reddy, Chairperson of Criterion VI and Convenor, Prof. Anand Pawar enquired whether there is a specific way of writing the Objectives and analysis. To this, Prof. Raja Shekhar replied that ‘Bloom’s Taxonomy’ of Objectives might be followed and entire curriculum must be written as ‘Outcome-based Education’. Moreover, it must reflect the university readiness to adopt NEP-2020. Prof. Manjulika suggested designing ‘Learners’-based Education’, as outlined in the UGC website during February 2022. Responding to Prof. Pawar’s question on ‘how to do impact-analysis? Prof. Manjulika replied that narrate the various initiatives undertaken, especially towards degree programmes.

Relating to Criterion-VII, its convener, Dr. Gunti Ravinder briefed the work done and stated there are no doubts. However, Prof. Anirbhan suggested documenting Green Audit and Energy Audit.

Dr. Jeetendra Pandey, UOU who joined late in the meeting, virtually, gave a brief speech wherein he made a few suggestions. They are: prepare IT policy; compliance of the policy through phase-wise audit, up to date both in headquarters and RCCs try to use open ware/free software and if propriety software has to be used, the license should be verified.

Following this, Prof. Nilesh suggested all relevant proofs of documents and procedures have to be kept only in English language, as NAAC prefers it.

The Director, GRADE-CIQA, Prof. P. Madhusudhana Reddy formally presented a vote of thanks and with that the meeting ended around 1.30 pm.

The post-lunch session of the meeting was attended by only members who were physically present in the morning.

A detailed discussion was held amongst all the members with regard to all aspects of the NAAC framework and SSR preparation. All the members consented to focus the strengths (rather than weakness) of the university and try to highlight the same. The meeting ended around 5 pm.

The following resolutions were adapted and agreed:

1. to translate the student feedback questionnaire and give wide publicity among the students
2. to obtain ISBN for the University course material
3. to prepare a geo-tagged photo gallery
4. to produce a video about the university and upload in the university website
5. to prepare a document on Green Audit and Energy Audit

DIRECTOR, GRADE-CIQA